

CHULA VISTA PUBLIC LIBRARY

Policy and Procedure

Title: Collection Development
Policy Number: LIB-009
Approved by: Library Board
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PURPOSE:

The Chula Vista Public Library aims to provide the best library materials collection possible within the constraints of space and fiscal resources, for children, young adults and adults in order to contribute to the growth and development of all the citizens it serves. The purpose of this policy is to clarify, for the public and the library staff, the philosophy, criteria and levels of responsibility for selecting materials and maintaining the collection in a cost effective and user relevant manner.

POLICY:

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Introduction

The Collection Development Policy is designed to assist with the implementation of the Library's Statement of Purpose (Mission Statement).

"The purpose of the Chula Vista Public Library is to increase knowledge and enrich lives within the community. We accomplish this by connecting people equitably to responsive programs, services and resources that reflect the ideals of a democratic society."

As outlined in the Chula Vista Public Library Strategic Plan 2002-2006, the Collection Development Policy supports the service responses that in particular, focus on basic literacy, the provision of current topics and titles and resources that contain general information, aiding of lifelong learning and the preservation of local history.

The principal activities governed by this policy include the identification, selection, and procurement of locally appropriate materials; the allocation of the resources budget among different facilities, subjects and formats; collection management, analysis and evaluation; liaison with different library users; planning and implementation or resource sharing and related programs.

The Collection Development Policy is guided by the principles found in the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Description of the Community

The City of Chula Vista is located seven miles south of downtown San Diego adjacent to San Diego Bay and seven miles north of the U.S./Mexico border. At the turn of the 19th century, agriculturally rich Chula Vista was known as the "lemon capital of the world". Today it is the second largest city in San Diego County and the seventh fastest growing city in the nation, with a multicultural population of 209,436 (Sandag 2004 estimate). According to the 2000 census, the city is made up of 31% Anglo, 49% Hispanic, 13% Asian and 6% African American. The census also found that 43% of the population spoke Spanish, 8% could speak an Asian or Pacific Island language and 2% could speak another language entirely. It is also a young community with a medium age of 35.

Among Chula Vista's many assets are a colorful bay front dotted with sailboats and seabirds, an Olympic Training Center where U.S. athletes hone their skills in warm weather sports and the Chula Vista Nature Center, located in the Sweetwater Marsh National Wildlife Refuge. Recent entertainment additions to the city include the Coors Amphitheater and Knotts Soak City.

Chula Vista is home to separate public high school and elementary school districts. There are 42 public elementary schools, 6 public middle schools, and 6 public high schools and 17 private schools. In addition, the city is the home to Southwestern College

with 19,000 students. The population of Chula Vista is an educated one, with 56% having attended some college at least.

The largest employers in the city are Goodrich Aerospace Aerostructures/Aerospace Group (formally Rohr), Sharp Chula Vista Medical Center, Scripps Hospital, the City of Chula Vista, the California Veterans Home (Chula Vista) and Southwestern College. Chula Vista today is attracting new companies such as Raytheon, Leviton, DNP Electronics and Hitachi Home Electronics America. Almost 50% of all households have annual incomes of \$50,000 or more.

Within its current 50 square miles, Chula Vista offers an interesting mix of neighborhoods. The original core of the city is in the area west of the I-805. Southern Chula Vista includes the largest inhabited annexation in state history (1985). Eastern Chula Vista has numerous master planned neighborhoods including EastLake, Otay Ranch, Rancho Del Rey, Rolling Hills Ranch and Sunbow. During the next few decades the City's population is expected to reach 300,000.

Description of the Library

In FY 2003-04, the Chula Vista Public Library currently had a General Fund budget of approximately \$6.3 million and a staff of 142 full-time and part-time employees. The Library's functions are best described in terms of public and support functions.

Under the public services umbrella, the department currently operates three branch libraries; the Civic Center, South Chula Vista and EastLake Branches, as well as the Chula Vista Literacy Center and the Chula Vista Heritage Museum. The three branches collectively provide a total of 102,000 square feet of equipped and staffed space and offer 144 hours of public service a week. At the end of FY 2003-04, the system had a total materials collection of 625,863 items, of which 475,040 were print materials.

Civic Center Branch Library

55,000 square feet

Open 64 hours per week

Population served: 76,394 (Source: Sandag)

234,703 items held as of October 2004

Collection capacity: 250,000 volumes

Civic Center Branch is the largest facility in the system. Besides traditional public service spaces, the branch has a café and an auditorium. The branch is home to the John Rojas Local History Room. The facility also houses Library Administration and Technical Services, as well as a number of other city offices.

In 2004, the retail-based "Marketplace" service model was introduced at the branch. This model emphasizes bookstore style displays of the newest and most popular items as well as seasonal and topical displays. Model also includes an emphasis on guest self-service of circulation functions and more staff on the floor to directly assist guests.

Of the 212,351 book items, 66.8% are adult items and 33.2% are juvenile items. The adult collection is mostly made up of non-fiction materials (32% of the collection), followed by adult fiction (11% of the collection). The reference collection (7.5% of the book collection) is the next significant sized collection. As with adult items, the juvenile collection has a large non-fiction collection (13.2% of the book collection), followed by picture books (8% of the collection) and fiction books. Unlike South Chula Vista, the Spanish juvenile collection is smaller, being only 2.5% of the book collection. The media collection is mostly an adult collection, with over 95% adult materials. Most of the media are videos (50.2% of the collection) followed by music CD's (28%) and a growing collection of DVD's (19%). Lastly, a periodical collection of 5,856 items (issues) of which over 92% are adult items completes the collection. To summarize, the Civic Center library has a book collection that is 66% adult, in which the non-fiction, fiction and reference collections are major components. The juvenile collection has an emphasis on non-fiction, picture books and fiction. The media collection is 69% visual media (DVD's and videocassettes) and the periodical collection is comprised of over 92% adult items.

South Chula Vista Branch Library

37,000 square feet

Open 56 hours per week

Population served: 39,862 (Source: Sandag)

187,569 items held as of October 2004

Collection capacity: 178,000 volumes

The South Chula Vista Branch is the second largest branch in the system. The "Marketplace" retail model will be introduced at South Chula Vista by Spring 2005.

The total book collection consists of 166,073 items, of which 63% are for adults and 37% are for juveniles. The adult collection is mostly made up of non-fiction materials (26% of book collection), closely followed by the fiction collection (12.5% of book collection). The Spanish adult collection, with 15,480 items (9.3% of the book collection) is the third largest component of the adult book collection.

As with adult books, in the juvenile book collection non-fiction books for juveniles are the largest category (15%). The picture books and Spanish language collections are next largest and of a similar size (8% of book collection), followed by juvenile fiction (4% of book collection).

Media items (CD's, videocassettes, DVD's and audiocassettes) number over 16,863 at South Chula Vista. The majority of these items are in the adult collections as only 7% of media items are juvenile. Adult videocassettes and DVD's make up over 51% of the entire media collection and music compact discs make up over 24% of the collection. Lastly, the collection at South Chula Vista also contains a number of magazine back issues (over 3,700 items). Over 80% of these magazines are available for circulation with

only the most recent issues kept as “reference only” for a short period of time. As with media items, magazines for juveniles are a small percentage of the magazine total (9.75% of magazine collection). To summarize then, over 60% of books are for adults, with an emphasis on non-fiction, fiction and Spanish language materials. Juvenile books have an emphasis on non-fiction titles, picture books, and children’s Spanish titles. Media at South Chula Vista is mostly made up of DVD’s and videocassettes (51%) and over 90% of magazine items at South are for adults

Eastlake Library Branch Library

10,000 square feet

Open 24 hours per week

Population served: 40,971 (Source: Sandag)

51,609 items held as of October 2004

Collection capacity: 40,000 volumes

The facility at Eastlake High School is the smallest facility in the system. Approximately 28% of the materials at this location belong to the school district. The total book collection numbers 45,385 items, of which 77.5% are for adults and 22.5% are for juveniles. The lower percentage of books for children in the collection can be attributed to the lack of dedicated space for children’s services in the building. The adult collection is made up mostly of nonfiction items (43% of the book collection) and fiction items (16% of the circulating book titles). A small YA collection of 1,753 items is the third largest category in the adult circulating collection (3.8% of the book collection). The juvenile collection is mostly made up picture books (10% of the book collection) with the rest of the juvenile collection being made up of fiction, nonfiction, and Spanish titles in small quantities. Media items (CD’s, videocassettes, DVD’s and audiocassettes) number 5,246 items at EastLake, the largest component of the collection being videocassettes at 2,112 items (40% of the media collection). A growing collection of DVD’s, numbering 1,313 in total (25% of the media collection), and approximately 1,821 CD’s and books on tape complete the media collection at Eastlake.

The collection at Eastlake is rounded out with a small collection of magazines. About 673 issues of popular magazines, mostly available for circulation, complete the collection. Of these, 95% are adult interest titles.

Rancho Del Rey Branch Library

To open in late 2006 or early 2007

30,000 square feet

Population served: 52,209 (Source: Sandag)

Open 56-64 hours per week

Collection capacity: 150,000 volumes

As outlined in the Chula Vista Public Library Master Plan; Facility Planning to the Year 2010, the Library is striving to develop a system of regional sized branch libraries – “the concept of the strong, full service regional library should continue as the planning

standard.” Towards that end, the Library anticipates opening a new branch to serve the northeastern part of the city in 2006-07. Situated at the corner of H Street and Paseo Del Rey the Rancho Del Rey Branch Library, will feature the “Marketplace” service model and will house up to 150,000 items including 19,400 media items and 250 magazine titles and serve the growing population to the east of the city.

The plan for the Rancho Del Rey library calls for a higher percentage of books than usual to be for children (37% of collection), a focus on early childhood development, as well as a collection of materials of Spanish, Filipino and Pan-Asian interest. The slightly larger than usual collection of children’s materials acknowledges the high number of young people that reside to the east of the city and it is hoped that this facility will provide support to them, as well to the schools in the immediate area. The children’s materials collection will include the usual collections of fiction, non-fiction, Spanish language, and media. However, a high number of board books in English and in Spanish will be acquired to satisfy the needs of young families in the area.

The adult collections will provide a new focus on pan-Asian culture. Rather than develop a number of small language collections for the non-Anglo, non Hispanic population that reside in this area, the collection at this branch will instead provide materials of cultural interest within the regular non-fiction collections. This will encompass books on travel, culture, cuisine, history etc. pertaining to countries such as Korea, Japan and the Philippines, and all these books will be in English. The adult fiction collection will contain a higher than usual number of science fiction titles, to satisfy the needs of younger readers. The branch will also contain a young adult section, providing popular titles to this section of the population, within an age-friendly setting. As the branch is situated opposite from the YMCA facility, and close to the Teen Center, it is hoped that this collection will have high demand.

The branch will provide DVD’s, talking books, and a few audiocassettes but will not provide videocassettes or music compact discs. At the time of writing video collections within the 3 existing library branches are not being developed. This will be adopted at the Rancho Del Rey branch also. In light of this, there will a larger than is usual quantity of DVD’s in the media collection, to make up for the fact there will be no videocassettes. Spanish DVD’s will be collected and more multiple copies of DVD’s will be provided so that the public has better access to popular titles. It is hoped that this will make the library a focal point for entertainment.

Lastly, the magazine collection of approximately 250 titles will be similar in size to the existing collections in other branches. Magazine/Newspaper titles will include at least one Asian interest title, a number of Spanish language magazines and newspapers and most of the magazines will be high circulation titles. As the browsing, marketplace model will be in practice at this branch, it is possible that more than one subscription to highly popular titles will be provided for coffee-table reading. Lastly, this branch will utilize RFID technology from the outset to help make secure, circulate, sort and inventory the entire collections held at this branch.

General Scope of the Collection

As a suburban public library, the collections of the Chula Vista Public Library are designed to satisfy the needs of the general user. Patrons requiring in-depth research may be referred to San Diego Central Library or to the libraries at the University of California San Diego, San Diego State Library and the University of San Diego. Interlibrary loan services are also available at a cost of \$5 (plus postage) per title requested.

DEFINITION OF COLLECTION LEVELS

During the last few decades a standardized language or code has been adopted by libraries throughout North America to define the extent of existing collections in a given subject field (collection density) and the extent of current collecting activity in the field (collection intensity). The collection level definitions used by the Chula Vista Public Library are slightly modified versions of the American Library Association (ALA) Guidelines and the Research Libraries Group (RLG) Conspectus. These codes are intended to be concrete enough and specific enough to be meaningful and to ensure some consistency of interpretation throughout the library profession.

Comprehensive

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge, in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a “special collection”. The aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

This level of collection includes all significant works of fiction, in all applicable languages, for a necessarily defined and limited field or collection.

Research

A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, conferences and symposia proceedings and other information useful to researchers regardless of format or physical medium. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

This level includes an extensive collection of fiction, including a wide range of current and classic materials in quantities sufficient to meet the demand of patrons at the regional level.

Advanced Interest/Study level

A collection adequate to support the course work of advanced undergraduate and some graduate course work or sustained independent study; and adequate to maintain knowledge of a subject required for limited or general purposes, but not strong enough for original research in a subject. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of important authors, selections from the works of secondary writers; a selection of representative journals/periodicals and all the reference tools and fundamental bibliographical apparatus pertaining to the subject.

This level of collection meets the fiction needs of a highly educated general public with a collection that includes the most important fiction titles, in quantities sufficient to meet patron demand

Initial Interest/Study Level

A collection which is adequate to support undergraduate courses with a wide range of basic monographs; a broad selection of the more important writers; a selection of the most significant works of secondary writers; current editions of the most significant reference tools and bibliographies; a judicious selection of currently published journals/periodicals; and additional materials germane to the public.

This level of collection pays attention to duplication of popular fiction in order to meet more fully local needs.

Basic Interest/Study level

A highly selective collection of up-to-date general materials, that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It includes the most important primary and secondary literature, a selection of basic representative journals/periodicals and the fundamental reference and bibliographic tools pertaining to the subject. It is adequate for independent study, and the lifelong learning needs of the general public, with coverage at all appropriate reading levels. The

collection is adequate to support term paper writing at high school level.

This level of collection has a small, well-chosen collection of fiction that includes the most important authors and core titles and some supplementary materials.

Minimal Level

A collection in which few selections are made but basic authors, artists, core works and ideological balance is represented.

This collection level has a small collection of fiction works with only the most important authors and titles represented.

COLLECTION LEVELS USED BY THE CHULA VISTA PUBLIC LIBRARY

Although collection levels are normally applied to each individual subject within a collection (e.g. Dewey 100s, 200s, 300s) the Chula Vista Public Library has generally chosen to assign one level to an entire library facility. All formats (books, audiovisual materials, reference collections, electronic resources and periodicals) are collected and developed at this level. A few exceptions exist at the three locations and these are explained below.

Civic Center & South Chula Vista – an overview of the collections

The collections of Chula Vista's two largest branch libraries (Civic Center and South Chula Vista) are currently developed to the **initial interest/study level**. Due to space constraints, this is the desired collecting intensity for these facilities. The collections supplement undergraduate and community college programs as well as include materials to support the needs of the community's small businesses. The collections also serve the needs of patrons in pursuit of materials that encourage lifelong learning, self-realization, occupational development, solutions to short-term problems, as well as providing leisurely entertainment. Lastly, the collections support preschool, elementary and secondary school interests.

The collections include recognized significant works from the past, a broad selection of the works of more important current writers and some major works of secondary writers. Current editions of major reference works providing broad subject coverage and some reference sources covering selected subtopics are purchased. Many reference sources are provided in an electronic format. Periodical subscriptions include general titles and some titles that cover

specialized aspects of the subject. Important retrospective titles are purchased and retained.

The collections will include, but are not limited to, books, periodicals, documents, audiocassettes, compact discs, videocassettes, DVD's, CD-ROMs and electronic resources. The collections include access to the Internet, which as a vast network of websites and databases, not pre-selected in the traditional manner (Internet Access Policy).

Civic Center Library – areas of special emphasis

A Local History Collection, that encompasses the City of Chula Vista, the Sweetwater Valley and the Otay Mesa geographic areas. Local History is collected to the advanced interest/study level and includes a wide range of basic monographs and all reference tools pertaining to the subject. It also includes a wide selection of specialized monographs, as well as an extensive collection of local publications, maps, government documents, pamphlets and photographs. The Local History Collection has its own policy, entitled “Local History Collection Development Policy” that was updated in 2004. This policy outlines the purpose of the Local History collection, common local history, archival and museum terminology, a description of the Local History collection, the local newspaper resource and the Chula Vista museum, acquisitions policies and guidelines, criteria for inclusion in the collection, categories of materials within the collection, donations, de-accessioning of materials, and special disposition instructions. Please refer to this policy for more detailed information on the Local History Collection.

A Family Research Collection, that is a special collection of guidebooks, family histories, county histories, passenger and cemetery records as well as other books and periodicals of interest to genealogists. The collection is developed almost entirely through gifts and donations from the Chula Vista Genealogical Society. Library staff development of this collection is at the **minimal level**.

A Professional Collection that is designed to serve the needs of professional librarians and other library staff. Its focus is on library science and practice. The collection is developed to an **initial interest/study level** and includes all formats. It is primarily a reference collection and is housed in the Library Administration area and is not duplicated elsewhere in the library system.

South Chula Vista Library – areas of special emphasis

A Spanish language collection that is approximately 1/5 of the branch's total circulating collection and currently funded by 16% of the library's circulating book budget. This is due to the branch's proximity to the international border and the demographics of the immediate area and makes it a leading collection in the Southern Californian region. This collection is developed to the **initial interest/study level**.

A young adult collection housed in the Arturo Barrios Young Adult Room. The collection includes both fiction and non-fiction titles as well as periodicals and serves to introduce and define a subject and support routine public enquiries. It is developed to the **basic interest/study level**.

EastLake Library – an overview of the collection

The desired level for the collection overall is the **basic interest/study level**. Such a level would meet the interests of patrons in pursuit of materials that encourage lifelong learning, occupational and career development, self-realization and self-development as well as support preschool, elementary and secondary school interests.

The EastLake Branch is located on the campus of the EastLake High School and operates as a high school library by day and as a public library after school hours, under a joint use agreement with the Sweetwater Union High School District. The service area covers the newer neighborhoods to the east of the city. Collection development is shared between the Chula Vista Public Library and the school librarian, who purchases materials typical of other high schools in the district. Currently, the collection is made up of 72% public library materials and 28% school library materials. Therefore, there are items in the collection not typically found in high school libraries. Unlike the Civic Center and South Chula Vista libraries, the non-fiction collections at EastLake for juveniles and adults are interfiled.

The collection may include, but is not limited to, books, periodicals, documents, audiocassettes, compact discs, videocassettes, DVD's, CD-ROMs and electronic resources. The collection includes access to the Internet. The Internet connectivity is mostly obtained through the Sweetwater Union High School District server, with additional access provided through Cox Cable.

EastLake Library – areas of special emphasis

A collection that has been developed to support, but not exclusively, curriculum-related needs of the preschool, elementary, middle and high school student and includes non-fiction and fiction materials. This collection is being developed to the **basic interest/study level**.

An Asian collection of materials has been developed to support the interests of this growing population. The collection, in Japanese and English, is developed to the **minimal level**.

Rancho del Rey – an overview of the collection

The collection at the Rancho del Rey library will be developed to be **initial interest/study level**, similar to the collections at Civic Center and South Chula Vista libraries. The collections will support undergraduate and community college programs, as well as serve the needs of residents in pursuit of lifelong learning, self-realization, occupational development, seeking solutions to short-term problems and leisurely entertainment. The collections within this newer branch will include many of the collections seen elsewhere in the library (with the exception of videocassettes and music compact discs). Because of space limitations, this location will not store or archive older materials.

Rancho del Rey – areas of special emphasis

A non-fiction collection that includes Asian interest titles. To satisfy the needs of a diverse population living nearby, the nonfiction collection will include titles of interest to Asian residents, written in English. To accommodate this focus, the nonfiction collection will be proportionately larger at this branch and nearly 39% of the book collection will be non-fiction. This collection will be developed to the **initial interest/study level**.

A picture book collection. To accommodate the high number of young families living in the area, the proportion of picture books in English and Spanish, including picture book “easy readers” and board books will be higher at this location. It is expected that nearly 14% of the total book collection will be this category of material. This collection will be developed to the **initial interest/study level**.

A ready reference collection. Acknowledging the increasing preference for online reference resources and the need for access to reference materials 24 hours a day, this branch will not house a

high number of print reference materials and will instead provide basic “ready reference” resources. These resources will account for less than 2% of the total book collection. Patrons will however, be connected from home or at the library to a full compliment of online reference resources. The reference collection will be developed to the **initial interest/study level**

A Spanish collection. Acknowledging that there are a high number of bilingual Spanish/English speakers living in this area, the branch will provide a significant number of titles in Spanish. Reference and circulating book collections in Spanish will account for 20% of the total book collection. This collection will be developed to the **initial interest/study level.**

A DVD collection. Acknowledging the absence of videocassettes at this location, the number of DVD’s will be significant. Over 10,000 DVD’s, covering documentaries, feature films, Spanish language feature films, young adult and children’s DVD’s will be provided. This will represent over 64% of the total media collection and will be collected to the **initial interest/study level.**

SPECIAL ISSUES/EXCEPTIONS

There are sections of the collection that require additional discussion:

Hotpicks

Generally, multiple copies of all non-fiction and fiction titles that appear on the bestseller lists of the New York Times, Los Angeles Times, and Publisher’s Weekly are purchased for each location. In addition to this practice, in 2004 the Library introduced a new retail service model designed to facilitate guest access to more copies of more popular titles, in addition to those on the bestseller lists. Entitled “Marketplace,” this model places multiple copies of new fiction and fiction titles in themed areas that encourage browsing. These materials are referred to a “Hotpicks” (adult materials) or “Cool Reads” (juvenile materials). The library will provide an ample abundance of these popular materials and at times to satisfy public demand, as many as 100 copies system-wide may be purchased, and this is acceptable. When possible, to augment the marketplace collections, gifts/donated materials will be utilized. However, there may be rare occasions when a title cannot be included in the marketplace collections, due to it failing to meet the selection criteria outlined in the Collection Development Policy.

Videocassettes and DVD's

The Library maintains a growing collection of DVD's at each branch. Currently, these collections consist of mostly feature films and a growing collection of some documentary titles. This collection is currently at the **minimal level**, however the library intends ultimately to develop it to the **basic level**.

Videocassettes are maintained at the **minimal level** at all facilities as the library migrates to the DVD format. The Library maintains collections that are mostly entertainment with some non-feature film materials as well as Spanish language videos that may be either dubbed or subtitled. The library intends to purchase videocassettes only when it is the only format available.

Use of the DVD and videocassette collection requires payment of an annual \$20 fee by patrons over the age of 17.

Compact Discs

Civic Center and South Chula Vista branches maintain music CD and "books on CD" collections. The music collections are at the **basic interest/study level** and the "books on CD" are currently at the **minimal level**. The "books on CD" collections at Civic Center and South Chula Vista will eventually be developed to the **basic interest/study level**. EastLake's smaller collection of music CD's is maintained at the **minimal level**.

Audiocassettes

All branches maintain "books on tape" collections. The collections at Civic Center and South Chula Vista are maintained at the **basic interest/study level**. EastLake maintains a small collection at the **minimal level**. The library intends not to develop cassette collections, unless audiocassette is the only format available. No music in cassette format is purchased by the library.

Internet

The Internet is available at all library locations. Guests over 18 years of age may choose between full or filtered access. Guests under 18 years of age have filtered access to the Internet and all computers in the Library's children's areas offer only filtered access, as required by the Children's Internet Protection Act. Guests over 18 years of age requiring unfiltered access should make their request through library staff on duty. The library does

not pre-select Internet sites. Please note that the Internet and its available resources may contain material of a controversial nature

Young Adult Books

Books classified as YA or “Young Adult” are intended primarily for grades 7-12. Materials are bought to support both leisure and curriculum needs. Throughout the library system this collection is developed to the **minimal level**. Paperbacks are generally preferred but appropriate hardback books are included. Graphic novels are popular with young adults and an effort is made to select in this new format. YA books are housed in separate collections at each of the branches.

CD-ROMs

A collection of circulating CD-ROMS has been established at all three library locations. This collection has been developed to the **minimal level** and includes materials for adults and juveniles. The collection is no longer being developed.

Paperbacks

A collection of paperbacks is at each branch. These collections do not attempt to present a balance representation of subjects or views but are instead developed to satisfy popular demand.

Office Collections

It is recognized that library staff have a need to maintain small office collections for their own use, when regular use of an item makes it inconvenient for it to be shelved permanently in the Professional Collection. These collections are used by staff for research, programming and professional development.

Emerging Technologies

Because of the rapid evolution of electronic publishing (e-books and web based reference products) the library has a responsibility to examine and consider cutting edge information technology to provide access within the selection criteria of the Collection Development Policy.

Literacy Collection

The Library catalogs literacy materials for the Chula Vista Literacy Team, its tutors and learners. The Literacy team is based at South Chula Vista branch. These holdings may be viewed through the library online catalog but are not available for general circulation.

Chula Vista Heritage Museum Collection

The Library catalogs materials for the Chula Vista Heritage Museum. Museum holdings may be accessed through the online catalog. They are housed in the Museum at 360 3rd Avenue, Chula Vista.

Computer Laboratories

Both the South Chula Vista and Civic Center locations are home to an extensive array of computer facilities. South Chula Vista houses the Technology Users Center and the Children's Computer Center. At Civic Center the Library Computer Lab serves employees and public groups by providing a facility in which to conduct workshops and training sessions. These computer facilities may provide computer programs only accessible through lab use.

Family Corner

All branches have collections of board books for the very young. These books are housed in the Family Corner collection. This collection also contains a few titles that promote interactive activities with the youngest of library patrons.

Parent Collection

Parent collections of non-fiction books covering aspects of parenting such as toilet training, discipline, nutrition etc. are available in the juvenile section at each branch. These are small separate collections of no more than 40 titles of interest to new parents.

Teacher Collection

A collection of print materials of interest to educators and which offer curriculum support is available at South Chula Vista and Civic Center libraries.

Selection Criteria

All materials, for all age levels, whether purchased or donated are considered in terms of the criteria below. An item need not meet all of these standards to be added to the collection.

Each title is evaluated in terms of the Library's present holdings - the number of titles in a particular part of the collection and the number of copies of each title is considered. At times the best titles may be already owned and what is really needed is more copies.

The criteria listed below are not in priority order.

- Clarity, logic, readability
- Originality
- Strength of characterization and plot
- Popular interest or demand
- Contemporary significance or permanent value
- Timeliness of information
- Social significance
- Accuracy
- Appropriateness and effectiveness of the medium to the content
- Locally (Chula Vista) produced or authored material pertaining to the interests of Chula Vista residents and culture of the City of Chula Vista
- Treatment of subject for the intended audience
- Reputation and/or authority of author, editor, illustrator or publisher
- Books appearing on the bestseller lists and various "Best Books of the Year" lists
- Awards or honors, including nominations, such as the Pulitzer Prize, the Academy Awards, the National Book Award and the Booker Prize
- Space limitations
- Cost or price

- Availability of materials elsewhere in the region
- Appearance in standard bibliographies and indexes
- Attention of critics and reviewers
- Format and ease of use. The format should be appropriate for library use. For books, bindings should be durable, the print clear and the paper good. Workbooks to be filled in by the user, perforated pages and spiral bindings are not wise choices for a library collection. Books accompanied by realia are usually not purchased unless the book can stand alone based on its intellectual content. Web based products may be selected (with appropriate licensing) when they are more appropriate, either by providing after-hours use or multiple uses at one time.
- Editions should be checked to ensure that the edition is new to the collection or is a match for a title already in the collection when replacement copies are needed. Book club editions, that are generally published on cheaper paper, with weak bindings or an unattractive appearance, are usually not added to the collection unless the titles are important, available only in these editions or out of print. Trade paperbacks may be purchased when hardcover editions are unavailable or if the author is published only in mass paperback. Paperbacks may also be purchased when they appeal to a particular audience. The library does not attempt to meet the demand for classroom textbooks. However, textbooks may be purchased on a per title basis for independent study.
- Series are selected on a title-by-title basis. If the library has purchased previous titles in a series that have been popular, a new title will be given the benefit of the doubt
- Publications by publishers known as vanity presses, where authors pay publication costs and are expected to do their own distribution, are avoided. Self-published authors produce works of varying quality that are seldom reviewed. Examination is necessary if such titles are requested or the subject is in high demand

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his direction, selection is delegated to the Collection Development Division, which is also responsible for the coordination of retrospective selection throughout the system.

The Collection Development Division is responsible for establishing spending levels for branches, subject areas, genres, and formats within the context of the Library's approved budget. This information and other selection issues are outlined in the annual Materials

Selection Plan that is produced no later than July 15th by the Collection Development Division.

System-wide selection of current materials is the responsibility of the Collection Development Division. Current selection is defined as materials reviewed within the past six months in *Library Journal*, *Booklist*, *Publisher's Weekly*, *Choice*, *School Library Journal*, *VOYA*, *Stereo Review*, *Video Librarian*, *NY Times*, *LA Times*, *San Diego Union Tribune*, and other journals that review new publications.

Retrospective selection is handled at the branch level. The Senior Librarian at each branch is responsible for coordinating and delegating retrospective selection to staff. Retrospective selection is defined as books or media published at least six months prior to selection. In addition, patron suggestions gathered from "CV Links" that pertain to titles or subjects that are not current will be purchased Collection Development as retrospective selections.

Collection Development staff will regularly (a minimum of four times a year) attend meetings of the Children's committee, the Reference Services committee, the YA and Adult services committees. At these meetings, public services staff will advise Collection Development staff on upcoming programs being held and interest shown by the general public regarding topics and trends. The Collection Development staff will act on these recommendations promptly and acquire the necessary materials. The Collection Development Division may choose to delegate selection to individuals or committees as needed.

All members of staff and the general public are encouraged to recommend materials for consideration. Patrons and staff may utilize the "Suggest a Purchase" in *CV Links*. or fill in a comment form available at the public desks. These recommendations should be routed to the Collection Development Division for consideration and ordering. Collection Development staff also regularly monitor the "purchase alert" reports to ensure that there is at least one copy for every three holds placed. Titles ordered will appear in *CV Links* within a month and patrons may then place a hold on the order record. Holds on DVD titles are not permitted. Customers can also record suggestions with staff.

Intellectual Freedom

The Chula Vista Public Library offers ready access to the diversity of humanity's recorded knowledge, opinion and experience and thus reflects our free and pluralistic society. The Library attempts to provide materials that present diverse points of view, including works that may be deemed controversial.

The Library does not advocate nor endorse the ideas found in its collections. The Library does not label, mark or identify materials in order to show approval nor disapproval. No book or other item is sequestered except for the purpose of protecting it from theft.

The Library also recognizes that as the Internet is a global electronic network and that its contents are not under the authority of, nor regulated by, any government agency, it may carry sites with graphics or text of a controversial nature.

The Chula Vista Public Library and the Library Board of Trustees fully endorses and subscribes to the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View Statements (see Appendix). These documents affirm that free and convenient access to ideas, information, and creative experiences are of vital importance to every citizen.

As stated by John F. Kennedy in Saturday Review, October 29, 1960, pg.42-44:

If the nation is to be wise as well as strong, if we are to achieve our destiny, then we need more new ideas for more wise men reading more good books in more public libraries.

These libraries should be open to all – except the censor. We must know all the facts and hear all the alternatives and listen to all the criticisms. Let us welcome controversial books and controversial authors. For the Bill of Rights is the guardian of our security as well as our liberty.

Patrons who question any material in the Library may register his or her opinion with the Librarian in Charge or in writing on the Library Comment Form. The Library's method of handling such complaints is outlined in the Challenges to Materials in the Collection Procedure (see Appendix).

Access to the Collection

The Cataloging Division of Technical services is responsible for providing both patrons and staff with access to all of the collections of the Chula Vista Public Library through the online public access catalog (CV Links). The Library uses OCLC to provide most cataloging records and uses the Dewey Decimal System for classification.

Patrons have access to circulating items in the collection for limited periods of time. Most materials may be checked out for 21 days. Videocassettes and DVDs are loaned for are loaned for 5 days and require payment of an annual \$20 fee by anyone over 17 years of age. All items may be renewed twice if not reserved for another person. Access to electronic products is provided as technology and licensing permits. Reference materials are not loaned under any circumstances.

The Cataloging Division of Technical Services is also responsible for Authority Control. The use of authority records provides appropriate cross-references and ensures consistency among access points in the catalog.

No bibliographic access to realia is provided.

Primary access to back-file periodicals and to appropriate indexes will be through an online resource. This online service is augmented by microfilm back-files and paper indexes.

The Chula Vista Public Library makes every effort to provide reasonable accommodation to ensure individuals physical access to the collections under the Americans With Disabilities Act. Physical access to the collection is always dependent on the library branches being open. Patrons should check with their local branch what these hours are, as they may vary from branch to branch.

Maintenance of the Collection

STANDING ORDERS

Standing Orders are titles that once selected, are typically received automatically from a book vendor or publisher without the Library evaluating individual volumes. This method is utilized when it is important that the Library not miss an update or revision of a specific title.

The entire list of Standing Orders is continually evaluated and titles may be cancelled, the number of copies adjusted, or new titles added. Most standing orders are for large print books and/or annuals or new editions of both circulating books (e.g. travel guides) and reference books (e.g. almanacs). Some titles on standing order are purchased on an every-other-year basis and every branch may not receive every title.

The Collection Development Division is responsible for maintaining and coordinating the Standing Order file and for ensuring that the standing order commitment does not exceed the budget allocated.

PERIODICALS

Magazines and newspapers are selected and purchased to keep the collection up-to-date with current thinking, to provide materials not available in books, to supplement the book collection, to provide professional and recreational reading.

The Library obtains the majority of its print magazines through a periodical vendor. The list of titles is reviewed annually and titles may be cancelled, the number of copies adjusted, or new titles added. Titles are added based upon standard selection criteria as outlined above. Each branch's periodical collection is developed to its overall branch collection level statement.

Periodicals older than one year may be available only in alternative formats such as microfilm or online.

The Library annually selects a vendor to provide online access to indexing and full text periodicals. In turn, the vendor selects the titles available to the library via its online services.

Patrons wishing to contribute a subscription to a periodical will be required to contribute through the library's "Buy a Book" program, indicating the periodical to be selected. Such subscriptions will be maintained by Collection Development and must meet the selection criteria.

Distribution of Free Periodicals

The Library does allow the distribution of free periodicals, serials, tabloids, newsletters and newspapers. These publications must have a formal title, a statement of frequency, a statement of editorial purpose, and be numbered and dated consecutively.

Distribution of such materials does not necessarily indicate the library's endorsement of the issues or events promoted by those materials.

Distribution copies will be distributed only from the lobbies or vestibules of the Library. They will be made available to the public for a minimum of twenty-four hours, after which they will be discarded.

Copies left by the publisher or distributor must be delivered directly to the lobby or vestibule. They must be unbound or untied. Library staff will not assist in the distribution of any materials.

Any publisher or distributor wishing to sell periodicals, serials, tabloids, newsletters or newspapers must comply with the City's news rack ordinance.

Reviewed/approved by the City
Attorney, 1998).

GIFT BOOKS

Gifts or donations of specific titles to the Chula Vista Public Library must meet the same selection criteria as for purchased materials before being added to the collection. The Library has the right to refuse any and/or all donations. Donations are subject to the following limitations:

- The Library retains the unconditional ownership of the gift,
- The Library makes the final decision on its use or other disposition of the gift,
- The Library reserves the right to decide the conditions of display, housing and access to the collection,
- The Library will not report back to the donor the ultimate disposition of the gift,
- The Library will not specify value for tax purposes, but will acknowledge the number of items donated on a special form

Individuals wishing to donate new items to the library are encouraged to consult the Chula Vista Public Library's "Wish List" at Amazon.com. Titles on this list are those the library would prefer and can be purchased from bookstores locally. A print copy of this list is available at the information desk.

In accordance with the Chula Vista Municipal Code, Sec. 2.56.250, gifts not selected for the collection are donated to the Friends of the Chula Vista Library for sale in their bookstores (see Appendix).

Staff should refer to the "Gifts and Donations" procedure for information on presorting, selection and processing responsibilities.

DONATIONS

Gifts of money may be directed to the "Buy a Book Campaign" and the "Help Our Tree Grow" campaign. These campaigns enable the donor to direct where in the book collection, or on which subjects, the money should be spent. Books purchased receive a bookplate that may be personalized with the donor's name, or with the name of a loved one. The library maintains a record of monetary donations along with a list of the titles purchased. Checks should be made out to Chula Vista Public Library. Credit card donations are also acceptable.

Monetary gifts may also be made through the Library Endowment Fund. As the fund grows, it will be used to purchase books for children and adults as well as enable the library to stay up-to-date with advances in computer information systems. Checks for the Library Endowment Fund should be made out to the San Diego Foundation: Friends of Chula Vista Library. Credit card donations are also accepted.

Monetary donations are fully tax-deductible. More information on the donation plans may be obtained by calling Library Administration at 691-5169.

REPLACEMENTS

The term replacement designates any title that is already in the collection. This can mean a copy that is being replaced because it is worn, damaged or lost. While the Library seeks to replace titles lost to the collection in their original format, preference is given to newer editions.

A large percentage of fiction replacements are due to heavy demand or popularity of standard authors and titles. Generally, children's and adult non-fiction titles are not replaced unless they are a classic in their field.

Suggest a purchase

CV Links offers the feature "Suggest a Purchase" to staff and patrons who wish to recommend the library purchase a particular item or comment on missing/lost copies. Collection Development collects these suggestions weekly and orders the items when possible. Patrons using this feature should check the online catalog for on order details within a month of the suggestion. Collection Development will notify patrons of decisions when possible. In addition to this, a brief "Suggest a Purchase" form is available at the circulation desks.

Reports

Reports on items lost and missing are created by Technical Services and used by Collection Development to purchase replacements

DUPLICATES/MULTIPLE COPIES

Since August 2004, the library has purchased multiple copies of popular materials as part of its "marketplace" service model. Branches with this model place have multiple copies of best sellers.

Multiple copies of other materials are purchased in response to patron demand as evidenced by the number of reserves, anticipated popularity based on previous experience or media attention, repeated patron requests or comments, need for reference, and general patron demand. If possible, the library will try to ensure that one copy of a title exists for every three holds placed. However, this may not always be possible if an item is expensive, published overseas or in a non-print format.

The Library cannot meet the complete demand for class assignment material. It is expected that school and university libraries will assume responsibility for the needs of their students.

PATRON REQUESTS

All suggestions by the public to purchase items for the collection are subject to the same selection criteria as other materials (see SELECTION CRITERIA) and are not automatically purchased for the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections that serve the interest and needs of the community.

Patron recommendations should be noted on the CVPL Comment form (see Appendix) and forwarded to Collection Development for consideration or patrons may recommend titles through the online catalog *CV Links*. This can be done either within the library or remotely, if the patron has computer access.

Once a requested item is placed on order, patrons may reserve the item using "CV Links".

BINDING

New Materials

The library binds new paperbound books of permanent value if funds permit. The paperback binding process preserves the original cover. Spanish language materials are the first priority in selecting materials to be bound. Reference books are usually not bound, as they do not receive the wear and tear of circulating books. Items that are reissued frequently, such as travel guides or civil service test books, are also not rebound.

Worn or Damaged Materials

The purpose of rebinding materials is to lengthen shelf life, not necessarily to preserve them. Since the collection is developed only to a certain intensity level, most items should be discarded as they wear out. If demand warrants that an item be retained in the collection, staff should first try to purchase a new edition. Only if the item is out of print and absolutely essential to the collection (such as titles found in standard bibliographies or considered classics of their kind) is it to be rebound.

The physical condition of a book may also decide whether or not it is rebound. For example, books cannot be bound with less than a ½ inch margin. Books are not rebound if they have yellow, soiled or missing pages. Also, as the rebinding process causes new lining papers to be used to secure the new cover and the edges to be trimmed, books that have been rebound previously usually cannot be rebound again.

Newspapers

The Library routinely binds one reference copy of the Star News, Chula Vista's paper of record. That bound copy is held at the Civic Center Library as part of the Local History Collection. Due to the fragile nature of newsprint, the public is not allowed to access the paper copy, but must instead use microfilm or a digitized format (when available). The viability of continuing to maintain a paper format collection of the Star News is currently under review and as of 2004, the library was taking steps to digitize the Star News.

WEEDING

Guidelines

The Chula Vista Public Library subscribes to the practice of professional staff prudently weeding or deselecting volumes from the collection. As stated in "Standards for College Libraries", 2000:

"Collection currency and vitality should be maintained through judicious weeding."

The collections are weeded in order to provide patrons with the most current or timely materials, to provide additional shelf space, and to improve access to the collection. Another objective of weeding is to maintain a core collection that will satisfy 95% of the present demands made upon the collection. The following guidelines apply to all branch locations.

- Each branch collection should be weeded once every two years.
- Weeding procedure will include use of the Weeding Check List
- Barcodes should be sent to Technical Services so that bibliographic maintenance can occur. If the physical item is

being sent to Technical Services, a “Weeding Check List” (see Appendix) should accompany it.

- Collection reports may be generated from the automated system to support weeding projects. The Technical Services librarian and the Branch Manager are responsible for the generation of reports and prioritization of weeding projects.

Criteria

In general the Library will retain volumes that appear in one of the standard catalogs or bibliographies. Last copies of titles, unless they appear in such catalogs or bibliographies, may not be retained. Guidelines or criteria for weeding or deselecting items in the collection include:

- Appearance or condition.
- Dirty, brittle or yellowing pages, broken or dirty covers, worn or broken bindings or spines, badly bound volumes with soft pulpy paper or shoddy binding, scratched audio/video cassettes, compact discs or CD-ROM's are acceptable justifications for deselection.
- Superfluous or duplicate volumes
- Unneeded or duplicate volumes (low circulation), older editions and superfluous editions on subjects with little patron interest are acceptable justifications for deselection.
- Content
- Poorly written, dated rules, theories & practices, dated editions are acceptable justifications for deselection.
- Use patterns
- Fewer than four circulations a year is an acceptable justification for deselection.
- Shelf life of volumes

Recommendations for the length of time a book should be retained are noted here.

General Works

- 001 Controversial knowledge: Weed on condition and use.
- 004-5 Computers: Most titles will be discarded after 5 years. Titles on computer programs should be kept longer if in demand. Buying guides should be discarded after 2 years. Internet titles should be discarded after 2 titles. Computer language titles should be discarded after 2 years.
- 010 Bibliographies: Will be kept for 5-10 years.
- 020 Information Science: Will be kept up to 10 years.
- 030 Encyclopedias and Annuals: Will be kept up to 5 years. Heavy use, damage, underlining, cut pages, etc. will be justification for weeding and replacement.
- 070 Publishing: Will be kept up to 5 years. Historical and biographical works will be kept up to 10 years.

Philosophy

- 100 Philosophy, Astrology, Occultism and Parapsychology. Weed on condition and use. Replace or rebind classics.
- 100 Psychology: Weed popular psychology at least 3-5 years. Textbooks will be kept 5-10 years. Classic texts should be replaced or bound.
- 200 Religion: Weed on condition and use. Basic materials on most religions and sects should be present. Inspirational titles will be considered for weeding after 5 years. Popular authors/subjects will be weeded on condition and use.
- 290 Mythology: Weed on condition for basic titles on Roman and Greek mythology. Judge other titles on use and condition.

Social Sciences

- 300 Sociology: Consider weeding textbooks and popular titles after 5 years. Only titles of ongoing interest will be kept longer than 10 years. Judge other titles on condition and use.
- 320 Politics: Keep up to 5 years except for significant historical material.
- 330 Economics: Keep textbooks no longer than 5 years. Judge other titles on condition and use. Personal finance materials are usually out of date within 5 years so will be replaced with newer editions. Real estate investment titles are often out of date within 2 years however real estate exam books will be kept up to 3 years. Other Real estate titles will be kept to 5 years. 304 Law: History of law may be retained if more than 5 years. Other titles should be weeded.
- 340 Law: History of law may be retained if more than 5 years. Other titles should be weeded.
- 350 Government Service: Exam books will be discarded unless current. Military history will be weeded on condition and use. Other titles will be kept up to 5 years.
- 360 Social issues: Will be kept up to 5 years. Adoption and the law will be weeded every 2 years. Crime titles will be weeded on use and condition.
- 370 Education: Material on history, trends, issues and teaching methods will be kept as long as condition and use warrant. Test preparation titles will be kept up to 5 years.
- 383 Standard Postage Stamp catalogue: Will be kept for 2 editions.
- 390 Manners and customs: Celebration and holiday items with specific dates must be current. Others will be weeded on use and condition. Etiquette and wedding books will be kept no longer than 10 years, unless historical in focus. Folklore will be kept as

long as use and condition justify. Titles will represent a wide range of countries and cultures.

Language and linguistics

- 400 Linguistics: Weed on condition and use. English dictionaries and grammar books will be kept up to 10 years. Other languages will be weeded on condition and use. Titles will represent a wide range of languages.

Pure sciences

- 500 Natural history and mathematics: Will be kept up to 10 years.
- 520-
540 Astronomy, Physics and Chemistry: Will be kept up to 5 years
- 550-
560 Earth sciences and Paleontology: Will be kept up to 10 years
- 570 Biology and Genetics: Will be kept up to 5 years.
- 580-
590 Botany and Zoology: Will be kept up to 10 years.

Applied Science and Technology

- 600 History of inventions and inventors: Will be kept up to 10 years. How to manuals on inventions will be kept up to 5 years.
- 610 Medicine: Titles will be kept 3 to 5 years. Only anatomy and history of medicine may be kept longer.
- 620 Applied science: Titles will be kept up to 5 years. Repair manuals may be kept longer. Space flight: Keep 3 to five years except for histories that may be kept longer.
- 630 Gardening and pets: Gardening titles will be kept up to 5 years. Classic titles may be retained. Titles may become dated due to techniques and applications of chemicals changing and new species

being developed. Pet books will be kept up to 5 years and newer editions should replace older ones. Breed standards change and new ones are introduced.

640 Home economics: Cookbooks will be kept up to 10 years. Parenting books will be kept up to 5 years. Standard authors that are still requested will be kept longer. Appliance & home repair titles will be kept as long as they are used and will be weeded on condition.

650 Business: Typing, word processing, resume and job hunting sources will be weeded on condition and use and kept up to 5 years. Other business books will be kept 3 to 5 years. History titles and standard authors will be weeded on condition and use.

670-

690 Manufacturing, woodworking, metalworking, construction: Titles will be kept up to 10 years as many basic titles will be useful after 5 years. Older, unique titles may be kept longer. Check for dated equipment and building processes.

Arts

700 Art history, general and by country: Titles will be kept up to 10 years. Rebind basic surveys and histories as required.

710-

720 Landscape and general architecture: Titles will be kept up to ten years, unless a classic or specific to this region.

730 Plastic arts, sculpture, carving, and ceramics: Titles covering techniques will be kept up to 10 years. Titles covering subject history will be weeded on condition and use.

740 Antiques: Price guides will be weeded after 5 years. Other titles will be weeded on condition and use. Drawing techniques: Titles will be kept up to 10 years. Crafts: Titles will be kept up to 10 years but out-of-date fads will be removed.

750-

760 Painting and painting techniques: Titles will be kept up to 10 years. Histories may be retained longer, but will be weeded on condition. Techniques will be weeded unless the author is notable or the title is popular.

770 Photography: Titles will be kept up to 5 years. Collections and histories will be weeded on condition and use.

780 Music: Titles will be kept up to 10 years. Basic materials, especially songbooks will be retained. Weeding on condition and use will occur.

790 Performing arts: Titles will be kept up to 10 years unless the author is notable or in demand.
Games: Titles may be kept up to 10 years. Attention will be paid to new rule interpretations. Weeding on condition and use will occur.
Sports: Titles will be kept 5 to 10 years. Attention will be paid to new rule interpretations.

Literature

800 Writing techniques: Keep 5 years or longer depending on use, condition and shelf space.
Literature: Titles will be kept indefinitely, but checked for condition.
Poetry: Titles by standard authors and anthologies will be kept indefinitely but checked for condition. Minor poets will be kept 5 to 10 years. Annuals will be kept up to 5 years.
Plays: Titles will be kept indefinitely, but checked for condition.
Humor: Titles will be kept up to 5 years. Standard titles may be replaced but it is important this section has an appearance of being fresh and new.
Criticism: Retain only titles covering authors of current interest to the general public and titles needed for school assignments.

History and travel

- 900 Geography: Keep titles up to 5 years. Retain titles longer only if they are of historical interest.
 Travel: Keep titles up to 5 years.
 Personal accounts: Retain titles if currently being used and of ongoing interest. Titles will be kept if of historical interest.
 History: Generally, titles will be kept up to 15 years for State, regional U.S. history or histories of other countries unless the author is notable or the demand is high. Titles will be kept based on community need and interest. Dated interpretations and viewpoints will be removed. Standard titles will be replaced according to use.

No one criteria is more important than another and de-selection may be based on more than one criteria.

While all library branches should adhere to these recommendations, it is understood that that weeding projects may vary from location to location, as far as frequency, staff involvement and prioritization.

DISCARDS

It is the Library's policy that discarded items from the Library's collections go directly to the Friends of the Chula Vista Library. Per the City's Ordinance 1821, the Friends are allowed to sell these discards at their book store and book sales.

In some cases the Friends are unable to use certain types of materials such as discarded newspapers, magazines and paperbacks. These are discarded directly. The Library cannot sell or give any discards to individuals other than the Friends. Any requests for items the Library is discarding must be referred to the Friends and, if practical, staff will make arrangements to set aside the material after de-accessioning and give it to the Friends for special attention.

Occasionally the City's Purchasing Agent may make arrangements to handle the dispensation of Library discards.

Discarded items are deleted from the database.

Items are physically processed by deletion of the barcode and spine label, either by removal of the plastic jacket or obliteration with dark ink. All property stamps are lined through and the item is stamped withdrawn. Audio-

visual items have all property and identifying labels removed or obliterated before being disabled and recycled.

Revised and updated November 2004.

APPENDIX

Library Bill of Rights

Freedom to Read Statement

Freedom to View Statement

Challenges to Materials in Collection Procedure

Chula Vista Municipal Code, Sec. 2.56.250

Chula Vista Public Library Comment Form

Weeding Check List